

## Smartphone photo/video tip sheet

- Clean your camera lens before filming or shooting.
- Shoot video in a horizontal/landscape position – not vertical.
- Use a clean, simple background in a well-lit, quiet space that’s free from distractions. (Fig 1)
- Make sure to have plenty of even light on the face. Avoid harsh light, hard shadows. Consider using natural, softer flat light by facing toward large windows. (Fig2)
- Avoid dark, dim backgrounds, distracting clutter, or strong light behind the subject. (Fig2)
- Interview/photo subjects should be at eye-level with the camera, not below or above.
- While shooting, use a tripod or other object to steady the camera whenever possible
- Get the best audio possible. If using the built-in mic on the laptop or smartphone, test/adjust your distance from the device.
- For headshot photos, many smartphones have a “Portrait” mode that softens the background. (Fig 3)

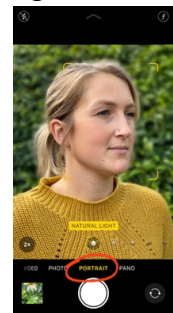
Fig 1



Fig 2



Fig 3



## Sharing images

- Always send us your highest resolution photos. Do not scale-down images or re-size.
- For old/archive photo prints, scan the image if you have a printer/scanner and email it to us. If necessary, take a smartphone photo of the print that is well-lit and positioned upright on a table.
- If you’re sharing an existing video that was shot vertically, we can still use it, but we may have to crop it.